

- Students are responsible for knowing their examination dates, times and locations and, where relevant, travelling to the venue.
- Students will not be permitted to leave the examination room during the first 30 minutes or the last 30 minutes of the examination time.
- Answer examination questions using blue or black pens only.
- A reading time of 10 minutes is provided for each examination. Students may not write anything on the answer sheet in those 10 minutes.
- Students arriving more than 20 minutes after the start of reading time will not be allowed to enter examination room.
- If you do not feel well before an examination, do not sit the examination. You may apply for a deferred examination within 3 working days. All deferred examination applications must include a Medical Certificate dated the day of the examination.
- If you fall unwell during an examination please speak to an invigilator to void your examination attempt. You may then apply for a Deferred Examination within 3 working days. All deferred examination applications must include a Medical Certificate dated the day of the examination.
- For further details, see the [Assessment and Moderation Policy](#) on the SAIBT policies and procedures webpage.
- Misreading your examination timetable is not a valid reason to apply for a Deferred Examination.
- Students must bring Photographic Identification (Student ID Card, Passport, Driver's License, Proof of Age Card) to sit the examination. Photo ID must be placed on the top right of the desk in the examination room and Invigilators will check your ID during the examination.
- If students forget their Photo ID they will still be allowed to sit the examination, but will have their details and photo recorded by invigilators. Students must then present their photo ID to the Student Services Office in person within 3 working days of the examination.
- Students may leave any unauthorised material (books, notes, paper, smart watch, hat, mobile, unauthorised calculators etc) in the bag room before the examination. These items will be confiscated if brought into the examination room. Authorised materials are listed on the Exam Coversheet available on Moodle. Calculators that are not included in the authorised materials list on the Exam Coversheet will be confiscated and SAIBT will not provide a replacement.
- Students may bring a water in a clear bottle, stationery in a clear pencil case, lollies, and the materials allowed as per your coversheet into the examination room.
- Students may bring items authorised for a specific examination (Calculators, Textbooks).
- Items that are allowed in the examination room must not be enhanced or tampered with in a way that has the potential to provide an additional advantage to any student.
- Dictionaries are available in the examination room, students must raise their hand to request one from invigilators.
- Students must not share calculators or any other materials during the examination.
- Students must not talk to each other at any time in the examination room. Students must raise their hand to speak to an invigilator.
- Students must comply with all instructions given by invigilators.
- Students must not write on the question paper, unless instructed by the examination.
- Students must stop writing immediately when the invigilator announces the end of the examination.
- Students must leave the examination room quickly and quietly and must remain silent until outside the building.
- Students must submit their own answers to the examination and must not copy another's work. For details see the [Academic Integrity Policy](#) on the SAIBT policies and procedures webpage.

The following additional conditions apply to any examination in a Computer Room

- Students must use a SAIBT/UniSA computer to sit their examination.
- Students will not be provided extra time for resetting passwords, etc. Failure to log into the exam within the first 20 minutes after the start of reading time will result the student not being allowed to sit the exam.
- Students must not open any resources that are not allowed to be used under the examination conditions.
- There are heavy penalties for breaching examination conditions. Please familiarise yourself with the [Academic Integrity Policy](#) on the SAIBT policies and procedures webpage

The following additional conditions apply to any examination approved to sit through Zoom

- Students must open zoom 15 minutes before the examination is due to commence.
- Student must set up two cameras: one facing the computer screen, and one facing the student and examination paper.
- Students must show your Photo ID to invigilators.
- Students must use the 'raise hand' function in zoom or private chat the invigilator if they have a question.
- If students experience technical issues during the examination, they must report the issue to invigilators or student services. The information document "How to fix issues in an Online exam" will be available on Moodle.
- For examinations that must be answered in an answer booklet, students must download the file "SAIBT Exam Booklet – Answersheet for zoom only" prior to the examination. This file will be provided on Moodle.